



Our ref: 1119 /RRA/HR/2022

Date: 19/12/2022

JOB VACANCIES (PUBLIC)

Rwanda Revenue Authority is seeking to recruit self-motivated, qualified persons of high integrity to fill the following positions.

DATA ANALYTICS OFFICER (1 POSITION)

Objective

Under the supervision of the Principal Data Analyst, the Data Analytics Officer will complete analysis using a range of mathematical and statistical techniques and software to improve RRA's understanding of its customers and reduce non-compliance. He/she will have a key role in communicating complex results to colleagues who are not analysts and must be able to explain their work clearly. They will be expected to work in an organized way, planning their work and completing it to tight deadlines.

Main duties and Responsibilities.

- ✓ Collect and analyze data on identified business challenges and opportunities and recommend improvements.
- ✓ Conduct highly complex, impactful or sensitive technical operations or tasks.
- ✓ Innovate, create new analysis using new techniques to improve understanding of taxpayers and the efficiency and effectiveness of the EBM division
- ✓ Develop business needs and requirements, new products and perform user acceptance testing.
- ✓ Identify non-compliant behaviors of taxpayers and suggest technical solutions.
- ✓ Continuously improve the quality of data analysis function

Qualifications, Skills and competencies

- ✓ Bachelor's degree in Data science, Information Technology, Mathematics, Actuarial Sciences, Statistics and Economics specialized in data analytics.

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- ✓ Proven expertise of at least 1 year in using analytical software and languages such as analytics software (e.g., Python, R, SAS, Stata, SPSS), Business Intelligence software (e.g. Oracle Business Intelligence, Tableau, SAP Business Objects), SQL, Microsoft Excel.
- ✓ Experience communicating findings from complex analysis with a wide variety of audiences, through written reports, presentations.
- ✓ Experience of techniques such as predictive analytics, data mining, monitoring and evaluation and statistical analysis using large, complex datasets is an added advantage.

EBM TECHNICAL SUPPORT OFFICER (1 POSITION)

Objective

Under the supervision of Customer Support Manager, the EBM Technical Support Officer ensures EBM application is installed to taxpayers and running, support and train EBM users on usage, EBM supplier's certification, effective EBM enforcement tools are developed and working effectively.

Main duties and Responsibilities

- ✓ Administration of Electronic Billing Machine Back Office Software;
- ✓ Installation of new electronic invoicing software to taxpayers;
- ✓ Provide guidance on how to get training and support after software installation;
- ✓ Monitoring taxpayers about tax compliance issues;
- ✓ Certifying Electronic Invoicing System software suppliers and new Products in EBM function;
- ✓ Explore the effective use of all EBM components such as the stock movement;
- ✓ Review of all registered EBM users so as to classify them into sectors and clarify location;
- ✓ Prepare weekly, monthly, quarterly and annual reports.

Qualifications, Skills and competencies

- Bachelor's degree in Information Systems, Computer Science or Information Technology with at least 1 year of experience in IT related field.
- Experience in Database and programming skills in ORACLE Database and VB.
- Having communication and customer care skills.

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HOW TO APPLY:

Interested candidates should download the “Job Application Form” from the RRA website:
www.rra.gov.rw

A job application letter addressed to Commissioner General, a well-filled RRA Job Application Form, the Curriculum Vitae, a copy of the National Identity Card and a copy of the Degree as per required qualifications should be sent to recruitment@rra.gov.rw in PDF format and organized in one file not later than **28/12/2022**.

Done at Kigali on 19/12/2022.

BATAYIKA Emery
Assistant Commissioner in charge of Human Resources

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